



NAME OF EMPLOYEE

SOCIAL SECURITY NO.

DATE OF APPOINTMENT

**A. EMPLOYMENT HISTORY WORKSHEET** *(Use additional forms if necessary)*

TYPE OF PERSONNEL ACTION	TYPE OF APPOINTMENT	RETIREMENT COVERAGE	EFFECTIVE DATES		FOLLOW A BREAK IN SERVICE (Y/N)	ELIGIBLE TO ELECT FERS (Y/N)
			FROM	TO		

**B. COVERAGE DETERMINATION TABLE**

STEP	DECISION FACTOR	YES	NO	IF YES	IF NO
1.	Does employee have prior non-Federal service which was covered by or creditable under CSRS?			Go to Step 2.	Go to Step 5.
2.	Does employee meet 5 year test?			Go to Step 3.	Employee covered by FERS (code K). HOWEVER, if employee is subject to the special law enforcement or firefighter retirement provisions under Section 8412(d), Title 5 USC, then coverage will be code M (FERS).
3.	Is appointment excluded from CSRS?			Go to Step 4.	Employee covered by CSRS Offset (code C). HOWEVER, if the employee is subject to the special law enforcement or firefighter retirement provisions of Section 8336(c), Title 5 USC, then coverage will be code E (CSRS Offset). Employee has option to elect FERS.
4.	Is appointment excluded from FERS?			Employee covered by FICA only (code 2) unless specifically excluded by law from FICA (REF. FPM Supp. 832-1). If excluded by law from FICA, then coverage would be code 4 (none).	Employee covered by FICA only (code 2) unless specifically excluded by law from FICA (Ref. FPM Supp. 832-1). If excluded by law from FICA, then coverage would be code 4 (none). Employee has option to elect FERS.
5.	Is appointment excluded from FERS by law or regulation?			Employee covered by FICA only (code 2) unless specifically excluded by law from FICA (REF. FPM Supp. 832-1). If excluded by law from FICA, then coverage would be code 4 (none).	Employee covered by FERS (code K). HOWEVER, if employee is subject to the special law enforcement or firefighter retirement provisions under Section 8412(d), Title 5 USC, then coverage will be code M (FERS).

RETIREMENT COVERAGE

CODE

PREPARED BY

DATE

VERIFIED BY

DATE